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April 1, 2014

TO: Chief School Administrators
Charter School Lead Persons
Private Schools for Students with Disabilities
Nonpublic Schools

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – Memorandum of Understanding with
Clinics and Agencies; Colleges and/or Universities

IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES. THE NEW PROCEDURES ARE NOT REQUIRED FOR KINDERGARTEN PROGRAMS OPERATED BY LICENSED CHILD CARE CENTERS.

The New Jersey Department of Education (DOE), Criminal History Review Unit (CHRU) will be entering into a Memorandum of Understanding (MOU) with Clinics and Agencies approved by the Office of Special Education to request and obtain criminal history record checks for employment in educational facilities. DOE has also entered into a MOU with Colleges and/or Universities to allow students to fulfill their academic obligation as a student teacher in educational facilities.

Clinics and Agencies will be assigned county district codes to allow their employees to file for the criminal history record checks as do the educational facilities. The employee will be issued the CHRU Approval Letter and the specific Clinic or Agency will be notified of the approval information through the weekly computer printout. Should an applicant/employee be disqualified, rendered ineligible or have a disqualifying crime or offense added to their criminal history record, the Clinic or Agency will immediately remove the individual from employment with any educational facility under the supervision of the DOE or any participating nonpublic school. The Clinic or Agency will then notify the CHRU in writing as to the date the employee was terminated from service with the educational facility.

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Clinics and Agencies will comply with the same procedures as an educational facility under the supervision of DOE.

Colleges and Universities are also assigned county district codes by the DOE. They also will be approved to submit college students for the criminal history record check for the purpose of ascertaining their qualification for the position of teacher and to allow them to participate in educational facilities as a student teacher.

The same procedure and process will apply to the students as stated for employees of Clinics and Agencies.

RJC/CHC/cc/chief.school.admin.ltr.clinicsandagencies

c: Members, State Board of Education
Senior Staff
Executive County Superintendents
Executive Directors for Regional Achievement Centers
Executive County School Business Administrators
NJ LEE Group
Garden State Coalition of Schools